



**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BISCAYNE BAY CAMPUS
STATUTES**

Through the Authority of the SGA Constitution, the Student Government Council – Biscayne Bay Campus hereby establishes its statutory policies and procedures.

FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE I: SYSTEM OF STATUTES

Chapter 100 Student Government Statutes

100.01 This chapter shall outline the statutes of the Biscayne Bay Campus student body, observed by the Senate in enacting legislation; as well as by the Chief Justice in exercising judicial review.

100.02 Statutes will be organized into articles, each dealing with related and similar topics. Each article shall be composed of numerically designated chapters, as follows:

ARTICLE I	(Ch. 100-199)	System of Statutes
ARTICLE II	(Ch. 200-299)	Membership, Powers and Purpose
ARTICLE III	(Ch. 300-399)	General Statutes
ARTICLE IV	(Ch. 400-499)	Executive Branch
ARTICLE V	(Ch. 500-599)	Legislative Branch
ARTICLE VI	(Ch. 600-699)	Judicial Branch
ARTICLE VII	(Ch. 700 -799)	Governing and Programming Councils

100.03 Each article shall be divided into chapters, which shall be divided into sections marked by a decimal place system. Each section shall be composed by the containing chapter number, with each hundredth decimal place specifying the section's number, as Section 100.01 is the first section within the first article.

- (i) Each section shall be divided into subsections organized with lowercase roman numerals.
- (ii) Each subsection shall be divided into sub-subsections organized with Latin numerals.
- (iii) Each sub-subsection shall be divided into paragraphs marked in outline form with lowercase alpha characters.
- (iv) Each paragraph shall be divided into sub-paragraphs marked with lowercase roman numerals.
- (v) Each sub-paragraph shall be divided into clauses marked in outline form with Latin numerals.

100.04 The Senate has the authority to enact laws and the Judicial Branch has the authority to nullify such laws which are not in accordance with the Student Body Constitution, university, local, state, and national laws.

100.05 There shall be one official copy of the SGC-BBC Statutes. These Statutes shall be maintained by the Office Assistant and be kept in digital archives, and be available upon request.

100.06 The Senate President's designee or Speaker of the Senate shall make sure copies of the laws are made available to those interested. These laws shall be titled with the year of publication, e.g., SGC-BBC Statutes of 1974-1975 shall reflect the Statutes of the academic and election year of April 1974-April 1975.

- (i) A codification of the Student Government Council-Biscayne Bay Campus Statutes shall be located on the SGC-BBC website.

100.07 All legislation and resolutions presented to the SGC-BBC Student Senate shall be retained and archived according to University Library policies at the end of each legislative session.

Chapter 101 Compliance with the SGC-BBC Statutes

101.01 All Student Government Officers shall comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may be considered as cause for impeachment in accordance with the Student Government Association Constitution.

101.02 All students serving in any capacity with Student Government must comply with the Student Government Statutes. Any willful or deliberate disregard of any Statute may subject for removal of their position in accordance with the Student Government Association Constitution and Statutes.

101.03 The order of sovereignty shall be as follows:

- (i) Student Government Association Constitution
- (ii) Student Government Association University - Wide Statutes
- (iii) The Biscayne Bay Campus Statutes

Chapter 102 Amendments to the Statutes

102.01 The SGC-BBC Statutes can be amended by no less than (2/3) vote of the entire Senate membership.

102.02 Senate bills to amend Statutes shall require two (2) readings if it involves changing only one article or chapter.

102.03 Senate bills adding new articles or chapters shall require two (2) readings from the Senate.

102.04 All bills to amend the Statutes are subject to review by the judicial branch.

102.05 All amendments to the SGC-BBC Statutes shall take immediate effect upon being signed by the SGC-BBC President or upon an override of a Presidential veto.

Chapter 103 Definitions of Terms

103.01 When a Senate Bill introduces new terminology to the Statutes, appropriate definitions shall be attached to the Senate Bill. Once the Senate Bill passes, the definitions shall be added alphabetically to the section below.

- (i) **Activity & Service Fee:** As defined by the Florida Statutes 1009.24 (10a-b). Each university board of trustees shall establish a Student Activity & Service Fee on the main campus of the university. The university board may also establish a Student Activity & Service Fee on any branch campus or center. Any subsequent increase in the Activity & Service Fee must be recommended by an Activity & Service Fee Committee, at least one-half of whom are students appointed by the Student Body Presidents. The remainder of the committee shall be appointed by the University President. A chairperson, appointed jointly by the University President and the Student Body Presidents, shall vote only in the case of a tie. The recommendations of the committee shall take effect only after approval by the University President, after consultation with the Student Body presidents, with final approval by the University Board of Trustees. An increase in the Activity & Service Fee may only occur once every three (3) years and must be implemented beginning with the fall term. The Board of Governors is responsible for adopting the rules and timetables necessary to implement this fee.
 - (1) The Student Activity & Service Fees shall be expended for lawful purposes to benefit the student body in general. This shall include, but shall not be limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the university without regard to race, sex or religion. The fund may not benefit activities for which an admission fee is charged to students, except for Student Government Association Sponsored concerts. The allocation and expenditure of the fund shall be determined by the Student Government Association of the university, except that the President of the university may veto any line item or portion thereof within the budget when submitted by the Student Government Association legislative body. The University President shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations, which shall be deemed approved if no action is taken within the 15 school days. If any line item or portion thereof within the budget is vetoed, the Student Government Association legislative body shall within 15 school days make

new budget recommendations for expenditure of the vetoed portion of the fund. If the University President vetoes any line item or portion thereof within the new budget revisions, the University President may reallocate by line item that vetoed portion to bond obligations guaranteed by Activity & Service Fees.

- (ii) **Ad-Hoc Committee:** A Senate Committee not established in the Senate Rules of Procedure, which is created by the Senate President or Speaker of the Senate for a specific purpose, after which it shall be dissolved, and which may be comprised of both Senators and other students.
- (iii) **Bills:** Bills shall be legislative proposals to appropriate monies, approve Constitutional amendments and revisions, and adopt statutory amendments and revisions, and other binding acts. Such bills shall require two (2) readings before the Senate.
- (iv) **FIU@I-75:** An organizational and budgetary entity of Florida International University governed by the Biscayne Bay Campus Student Government.
- (v) **Candidate for Student Government Office:** Any person running or applying to become a Student Government Officer.
- (vi) **Capital Improvement & Trust Fund (CITF):** Florida Statutes 1013.74, funding used for building new student buildings. (FLS. 1013.74 [3]) No project proposed by a university, which is to be funded from Capital Improvement Trust Fund fees, or building fees shall be submitted to the Board of Governors for approval without prior consultation with the Student Government Association of that university. The Board of Governors may adopt rules, which are consistent with this requirement.
- (vii) **Conflict of Interest:** shall be defined as any business, professional activity, or direct or indirect financial interest that would place a person in a position where there is an opportunity to disregard the public interests of the Student Body for his or her own private interests.
- (viii) **Department:** An organization that receives its operating revenue directly from allocations within the Activity and Service Fee Budget and whose duties, composition and responsibilities are outlined in the Statutes. A Department shall provide auxiliary services to Student Government.
- (ix) **Emoluments:** A document which contains the stipends for respective SGA positions during an academic year. As well as the Governing Councils positions.
- (x) **Employee of Student Government:** Any person receiving remuneration from Student Government accounts, but is not a Student Government Officer.

- (xi) **Executive Board Committee:** Board comprised of the Student Body President, Student Body Vice-President, Comptroller, Chief of Staff, Speaker of the Senate, Speaker Pro-Tempore, and Chief Justice of the Supreme Court. The advisor shall serve as an ex-officio member.
- (xii) **Fee Increase Committee:** The student half of the committee required by State Law to raise the Athletics Fee, Health Fee and/or the Activity & Service Fee appointed jointly by both Student Body Presidents.
- (xiii) **Fiscal Year:** The Student Government fiscal year shall begin on every 1st of July and end the 30th of June the following year.
- (xiv) **Florida Law:** Any Statute, Executive Order, Injunction or otherwise officially recognized legal standing issued by the State of Florida Government.
- (xv) **Full Time Enrollment (FTE):** The number of enrolled undergraduate students taking 12 or more credit hours at FIU, and the number of enrolled graduate students taking 9 or more credit hours at FIU.
- (xvi) **Governing Councils:** An SGC-BBC entity that receives its operating revenue directly from allocation within the Activity & Service Fee Budget and whose duties, composition and responsibilities are outlined within SGC-BBC Statutes, which shall provide direct service to the student body. These positions are not considered an SGA Position.
- (xvii) **Incompetence:** The state or fact of being unable or unqualified to do something.
- (xviii) **Judicial Capacity:** Of or related to the duties of the Student Government Supreme Court as outlined in Article V.
- (xix) **Judicial Recusal:** The removing of oneself from a Supreme Court proceeding due to a conflict of interest with the pending matter.
- (xx) **Majority Vote:** A majority vote shall be defined as a vote of greater than fifty percent (50%) of those present at a meeting who have voting rights.
- (xxi) **Malfeasance:** Commission of a wrongful or unlawful act involving or affecting the performance of one's duties.
- (xxii) **Misfeasance:** Performance of a lawful action in an illegal or improper manner or with an improper or corrupt motive.
- (xxiii) **Nonfeasance:** Failure to perform an act that is either an official duty or a legal requirement.

- (xxiv) **Nonpublic Information:** Information that would be considered confidential under Florida Law.
- (xxv) **Quorum:** Number of members required for a formal Senate or General Meeting, fifty percent plus one (50% + 1) of the voting members.
- (xxvi) **Resolutions:** Shall be the formal expression of the opinion of the Senate or the Student Governing Council of the Biscayne Bay Campus, as voted on by the legislative branch.
- (xxvii) **Senate Rules of Procedure:** The Rules of Procedure (ROP) of the Senate shall be a separate document of the Student Government Statutes, to be amended by the same procedure as the Student Government Statutes, with the exception that the ROP are not subject to Executive veto. The Senate ROP shall serve to detail internal procedures and policies of the Senate and shall not conflict with the Student Government Constitution and Statutes.
- (xxviii) **SGA Position:** A person serving either in the Legislative branch as a Senator, Judicial Branch as a Justice or Court Clerk, and the Executive branch as an Executive officer, Director, or part of the Elections Board.
- (xxix) **Standing Committee:** A Senate Committee established in the Senate Rules of Procedure.
- (xxx) **Student Body:** All enrolled students at Florida International University.
- (xxxi) **Student Counselors:** Students representing other students before the Student Government Supreme Court.
- (xxxii) **Student Government Meeting:** Any gathering, whether formal or informal, of two or more members of the same committee, agency or branch, to discuss some matter on which foreseeable action will be taken.
- (xxxiii) **Student Government Officer:** Any member of the Student Government Association who is elected by the student body or confirmed by the Senate.
- (xxxiv) **Student Government Records:** All material, regardless of physical form or characteristics, made or received pursuant to law or in connection with transaction of official business by any committee, agency or branch of Student Government.
- (xxxv) **Student Representative:** Any student appointed by the Student Body President to serve on a University Wide Committee.

- (xxxvi) **Supermajority Vote:** A supermajority vote shall be defined as a vote greater than or equal to two-thirds (2/3) of those present at a meeting who have voting rights.
- (xxxvii) **University Wide Committee:** A committee established by University Policy for the benefit and/or pertaining interest of the whole student body.
- (xxxviii) **University Wide Budget Committee:** Committee whose functions shall be to draft the annual budget of the SGA. Voting members are outlined in the Constitution.
- (xxxix) **University Wide Council:** Responsible for representing student interests and addressing student needs on matters of University Wide, local, state, federal and international concerns and structured as outlined in the Constitution.
- (xl) **Vote of Reconsideration:** A vote held in order to reassess any prior vote conducted within the current legislative term.
- (xli) **Writ of Mandamus:** An order by the court to force a Student Government Officer to perform his or her duties as outlined in Statutes.

FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
**ARTICLE II: MEMBERSHIP, POWERS and
PURPOSE**

Chapter 200 Compensation Policy, Senate Confirmation and Oaths of Office

200.01 No compensation shall be authorized for any officeholder whose appointment requires Senate confirmation until the officeholder has been confirmed.

200.02 There must be proper notification to the upcoming member(s) of all of the paperwork and forms that must be submitted 2 weeks before nomination(s) regarding compensation.

200.03 There shall be a reasonable amount of compensation to be paid for the duties performed and for the time allotted. The stipend shall be prorated for SGA positions and for the Governing Councils.

200.04 Assumptions of Duties:

- (i) Duties, rights and responsibilities shall vest upon confirmation by Senate and upon taking the oath of office. The President of the Senate or Speaker of the Senate shall be responsible for administering the oath.

200.05 The oath for all offices shall be as follows:

- (i) I, (officer's name), promise to abide by the Student Government Constitution and Statutes of Florida International University and honor the code of ethics as established. I shall execute my position to the best of my ability as detailed to me, "so help me God."

200.06 Oath for the President:

- (i) I, (officer's name), do solemnly swear that I will faithfully execute the Office of President of the Student Body, and will to the best of my ability preserve, protect and defend the Constitution of the United States, the State of Florida and Florida International University's Student Body, "so help me God."

200.07 There shall be one inauguration ceremony held per year, following the Spring SGA election, on the date specified in the Election Code. The oath of office will be administered to all students who have been duly elected to office by the Chief Justice of the Supreme Court. If the Chief Justice is unavailable, then they may appoint an Associate Justice to administer the oath in their place. If no Justice to the Supreme Court is available, then the

Elections Commissioner shall administer the oath in their place. The elected candidates for the offices of Student Body President and Student Body Vice President must be administered the oath individually. All duties, rights, privileges and responsibilities of office shall be vested upon taking the prescribed oath of office.

200.08 No Student Government Officer shall be required to take any oath, which would violate any personally held convictions.

Chapter 201 Florida International University Student Government in the Sunshine Laws

201.01 A Student Government Meeting shall be defined as any gathering, whether formal or informal, of two or more members of the same committee, council or branch, to discuss some matter on which foreseeable action could be taken.

201.02 In accordance with the State of Florida's Sunshine Laws, all Student Government meetings and Student Government funded clubs and groups must fulfill the following requirements:

- (i) Must be open to the public.
- (ii) Reasonable notice of meetings needs to be given.
- (iii) Minutes of the meetings need to be taken, archived and made available to the public.

201.03 All Student Government Records shall be open to public inspection.

201.04 To aid in the facilitation of keeping with the laws as established by the State of Florida, an SGC-BBC website shall be maintained.

201.05 Posting on the Student Government website shall constitute a post in a public space and advertisement in a widely published fashion.

201.06 Executive, Legislative and Judiciary Information:

- (i) Acts of the Student Body President including all executive orders, all appointments, all vetoes and all dismissals of Student Government officers must be posted on the website within 72 hours of any action being taken.
- (ii) The names of all filled positions, as well as any publicly available contact information for all officers in the Executive Branch, must be posted on the website within 24 hours of any changes.
- (iii) Acts of the Senate including a synopsis of all proposed statutory amendments, proposed allocations, actual statutory revisions, actual allocations, confirmations, impeachments, roll call votes, and the Senate Rules of Procedure must be posted on the website within 72 hours of any action being taken.

- (iv) The names and offices of all Senators and Officers of the Senate, as well as the committees on which they serve, and publicly available contact information must be posted on the website within 24 hours of any changes.
- (v) Acts of the Supreme Court including all Opinions and Advisory Opinions, all orders and writs, and a brief synopsis of all cases including the outcome thereof must be posted on the website within 72 hours of any action being taken.
- (vi) The names and offices of all Justices and Officers of the Court as well as their publicly available contact information must be posted on the website within 24 hours of any changes.

201.07 Additional Required Information:

- (i) A calendar of the Student Government Association events, as well as the Student Body Constitution and Statutes and a list of all vacant positions in the Student Government must be posted on the website within 48 hours of any action being taken.

Chapter 202 Code of Ethics

202.01 This act shall be known as the “Student Government Code of Ethics” Act. The intent of this code is to strengthen the confidence and faith of the Student Body in the Student Government Association.

- (i) It is essential to the proper conduct and operation of the Student Body that its officials are independent and impartial, and that public office is not used for private gain. Student Body officers and employees hold their position for the benefit of the Student Body. Such officers and employees are bound to observe in their official acts the highest standards of ethics consistent with this code, recognizing that promoting the public interest and maintaining the respect of the Student Body in their Student Government must be the foremost concern.
- (ii) It is the intent of this act to protect the integrity of Student Government by prescribing conflicts of interest and unethical practices. It shall serve as the basis of discipline for those who violate its provisions.
- (iii) Any student has the right to file a complaint to the Student Supreme Court when they feel that a violation of the Code of Ethics has occurred.
 - (1) Any organization has the right to establish additional ethical criteria or penalties in its constitution and bylaws.

202.02 Standards of Conduct:

- (i) In order to preserve the integrity of Florida International University Student Government Association, its officers and employees must disclose all potential or actual conflicts of interests.
- (ii) No officer or employee will judge or vote on any matter, which would affect their private gain.
- (iii) Any vote, action or judgment performed by an officer or employee who has a conflict of interest may be appealed with the Supreme Court. This must be done in a written, signed complaint submitted no later than three (3) days after the vote, act or judgment in which the conflict occurs.
 - (1) In the Senate, a written and signed complaint shall be filed; the Speaker of the Senate or designated Senator will investigate that matter within 48 hours of receipt of complaint. Upon cause, the Senator shall forward the complaint and findings and a recommendation for penalties to the Supreme Court. The Supreme Court shall assign penalties for any Senator or officer of the Senate who acts, judges or votes with a conflict of interest.

202.03 Misuse of Student Government Property:

- (i) No officer or employee will use or attempt to use Student Government property, facilities, resources or personnel to secure a gift, reward, privilege, benefit or exemption for anyone.
- (ii) No officer or employee will disclose information unavailable to the public for their personal gain, or for the personal gain of any other person and/or organization.

202.04 Unlawful Compensation:

- (i) No officer or employee shall solicit, accept, provide or attempt to provide any material items of value in cases that would influence or appear to influence any vote, action or judgment.

202.05 Inducing to Act:

- (i) No officer or employee shall knowingly aid, advise, encourage or threaten another officer or employee of the Student Government Association or any student organization to act in violation of this chapter, the Florida International University Student Government Association Constitution and BBC Statutes; the Student Code of Conduct or Academic Honor code; local, State, and Federal laws.

202.06 Fraud in the Student Government Association:

- (i) No officer or employee will willfully misrepresent themselves while acting in their official capacity.

- (ii) No officer or employee will withhold information or documentation when mandated or provide false or misleading information or documentation.
- (iii) No officer or employee will bring false charges or provide false or misleading evidence against another officer, employee or student.

202.07 Anti-Discrimination Policy:

- (i) No officer or employee will practice any discrimination as defined in the University's Anti-Discrimination Policy.
- (ii) No officer or employee will deny any student rights guaranteed by the Florida International University Student Government Association Constitution and BBC Statutes, State Constitution, or the U.S. Constitution.
- (iii) No officer or employee will deny any student the right to due process or the right to an impartial hearing or trial.

202.08 Protection Clause:

- (i) No officer or employee of Student Government will dismiss, discipline or take adverse action against a Student Government Officer or employee for disclosing information pursuant to the provisions of this section.

202.09 Procedures:

- (i) Enforcement of the SGA Code of Ethics shall be the jurisdiction of the SGC-BBC Supreme Court. All ethics complaints shall be heard by the SGC-BBC Supreme Court.
- (ii) Upon receipt of a written and signed complaint of any student, the SGC-BBC Supreme Court shall hear the complaint within 48 hours of receipt.
- (iii) The court may issue any writs necessary.

202.10 Penalties:

- (i) Upon finding a violation(s) of this SGA Code of Ethics, the Supreme Court shall assign penalties. Such penalties shall consist of, at the Court's discretion: suspension, recommendation to begin impeachment proceedings or recommendation to the Senate to freeze an organization's funding.
- (ii) Violation(s) of the Code of Ethics does not preclude prosecution under the Student Code of Conduct or Academic Honor Code.

- (iii) Any violation of this chapter may be grounds for impeachment, suspension or dismissal from employment.
- (iv) Any person found guilty of violating two (2) or more provisions of this Code shall not be allowed to hold a Student Government office in the future.

202.11 In accordance with the laws of the State of Florida, any elected or appointed officer of the Student Body who has been convicted of a felony shall be immediately dismissed from Student Body office, and shall not hold a Student Body office, until their conviction is vacated in a court of law, or upon pardon by the Governor of the State of Florida or the President of the United States of America.

Chapter 203 Grounds for Removal & Order of Succession

203.01 Student Government officers may be removed from office based on the guidelines as expressed in the Constitution, Article VI, which includes but is not limited to:

- (i) Malfeasance
- (ii) Misfeasance
- (iii) Incompetence
- (iv) Nonfeasance
- (v) Permanent inability to perform official duties
- (vi) Conviction of a felony
- (vii) Violations of the SGA Constitution and Statutes

203.02 Permanent absences, resignation or removal of the SGC-BBC President shall be cause for the proper order of succession to be followed as expressed in Article IV of the SGA Constitution.

Chapter 204 Official Seal of the SGA of Florida International University

204.01 This chapter shall define the Official Seal of the Florida International University Student Government Association.

204.02 The Official Seal for the Student Government Association of Florida International University shall be as follows:



204.03 This will be the universal seal for the Student Government Association and shall appear on anything and everything deemed necessary.

204.04 Changes to the Official Seal shall require a supermajority vote of the Judicial, Senate and Executive Committee, prior to being voted on in the form of a bill by the Senate.

Chapter 205 Official Logo of Student Government

205.01 This chapter shall define the Official Logo of the Florida International University Student Government Council at the Biscayne Bay Campus.

205.02 The Official Logo for the Student Government Council of Florida International University-Biscayne Bay & FIU@I-75 shall be as follows:



205.03 This will be the universal logo for the Student Government Council at the Biscayne Bay Campus and FIU@I-75 and shall appear on anything and everything deemed necessary.

205.04 Changes to logos, that doesn't require FIU External Relations approval, shall require a supermajority vote of the Judicial, Senate and Executive Committee, prior to being voted on in the form of a bill by the Senate.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE III: GENERAL STATUTES**

Chapter 300 Constituency Responsibility

- 300.01** Surveys must be filled out and collected by each Senator and Chairperson, excluding the Comptroller, every fall and spring semester. The surveys must be composed of at least twenty five percent (25%) of the total students to which each Senator was elected to serve. The Speaker of the Senate shall also conduct such surveys on the constituents they were originally elected to represent.
- 300.02** Senators, Committee chairs, Cabinet members will be responsible for the typing and presenting of a fall and spring report to the Council setting their goals for the semester.
- 300.03** Cabinet member, excluding the Comptroller and Chief of Staff, are required to submit a weekly report, containing all goals accomplished and updates on ongoing projects, to their immediate supervisor.
- 300.04** Senators and Committee chairs, excluding the Speaker of the Senate, are required to type and submit a weekly report, containing all goals accomplished and updates on ongoing projects, to the Speaker of the Senate. The Speaker of the Senate shall report to the Vice President of their accomplished goals and updates on projects for the constituents they were originally elected to represent.
- 300.05** All Senators (excluding Lower Division Senators, Upper Division Senators, At-Large Senators, Housing Senators and FIU @ I-75 Senators) are required to meet with their college's Dean and/or leadership every other month, and a minimum of twice (2) per semester. Lower Division Senators, and Upper Division Senators, At-Large Senators, Housing Senators, and FIU @ I-75 Senators shall arrange to meet with appropriate University administrator(s) and personnel every other month.
- 300.06** The Biscayne Bay Campus Housing Senator will be required to attend Executive Committee meetings held by the Bayview Hall Council (BHC) at least once per month. This can count towards their SGC-BBC out of office hours.
- 300.07** All officials of the SGC-BBC shall conduct their prescribed office hours during business hours, from 8:30 A.M. to 5 P.M. Monday through Friday.
- (i) At least half of all office hours shall be conducted during the above prescribed time.
 - (ii) All office hours for the Executive Branch, with the exception of the President, Vice President, Comptroller and Chief of Staff must be solely completed during business hours.

- (iii) Out of office hours shall be composed of all administrator meetings. Any event or office duty completed in an official capacity shall also count as an out of office hour.
 - (1) The “Out of Office Hours” forms shall be filled out and submitted with all hours completed outside the office.

Chapter 301 Meetings and Absences

301.01 Student Government Council (SGC-BBC) general meetings shall take place on the last Wednesday of every month at 3:30 P.M. in a location to-be-determined by the President. All SGC-BBC members must schedule around this time. Meeting will last a maximum of two (2) hours.

- (i) In the event the university is closed on the last Wednesday, the meeting will take place on the last Wednesday of that month while the University is still open.
- (ii) No SGC-BBC General meeting shall count toward office hours.
- (iii) An emergency meeting can take place if deemed necessary by the SGC-BBC President.
 - (1) A forty-eight (48) hour notice must be given before any emergency meeting can be called.
- (iv) Regular and emergency meetings must meet a quorum of voting members.
- (v) If an emergency meeting is called but fails to reach quorum, then the failure to attend such a meeting will not be counted against any member of SGC-BBC. But attendance at such meetings shall be counted in favor of the present SGC-BBC member(s) when determining overall attendance.

301.02 Senate meetings shall take place on Mondays at 3:30 P.M. in a location to-be-determined by the Speaker of the Senate or Speaker Pro Tempore. All Senators must schedule around this time. Meetings will last a maximum of two (2) hours.

- (i) During the Summer Semester, the Speaker can decide to hold meetings bi-weekly if there is no business to discuss.
- (ii) No SGC-BBC Senate meeting shall count towards office hours.

301.03 For the purpose of scheduling committee meetings, official academic school schedules of Council members shall be taken into consideration. The location of such committee meeting shall be determined by that committee’s respective Chairperson or Vice Chairperson. The time and place of committee meetings must be submitted to the Vice President no later than two (2) weeks prior to the beginning of the semester to allow for adequate planning. Meetings will last a maximum of one (1) hour.

- (i) Finance Committee meetings shall last a maximum of two (2) hours.
- 301.04** Cabinet meetings shall take place on Wednesdays at a time and location to-be determined by the President or Chief of Staff. All Cabinet members must schedule around this time. Meetings will last a maximum of two (2) hours.
- (i) During the Summer Semester, the President can decide to hold meetings bi-weekly if there is no business to discuss.
 - (ii) No SGC-BBC Cabinet meetings shall count towards office hours.
- 301.05** The Student Government Council shall not count absentee ballots for either quorum or voting purposes.
- 301.06** Student Government Officials who do not show up for meetings or fulfill their office hours will not be compensated.
- 301.07** SGA officials can be excused from Summer semester meetings by properly submitting a “Leave of Absence” form and submitted the Chief Justice. If the Chief Justice position is vacant, it shall be submitted to the President. Leave of absence is only valid for the Summer semester.
- 301.08** SGC-BBC members cannot miss ~~no~~ more than three (3) unexcused General meetings or two (2) consecutive unexcused General meetings. Missing more than the stated number of unexcused absences will result in an automatic dismissal from the council.
- 301.09** Senators cannot miss more than three (3) unexcused Senate meetings or two (2) consecutive unexcused Senate meetings. Missing more than the stated number of unexcused absences will result in an automatic dismissal from the council.
- 301.10** Cabinet members cannot miss more than three (3) unexcused Cabinet meetings or two (2) consecutive unexcused Cabinet meetings. Missing more than the stated number of unexcused absences will result in an automatic dismissal from the council.
- 301.11** If an SGA official is removed due to having too many absences, they should refer to Article VII in these statutes to find the appeals process.
- 301.12** To be counted as present in any meeting, SGC-BBC members must be present for a majority of the meeting (over 50%).
- 301.13** All meetings shall be run according to the latest edition of Robert’s Rules of Order.
- (i) A copy of the agenda for all meetings shall be kept in the SGC-BBC digital archives.
 - (ii) A copy of the minutes for all meetings shall be kept in the SGC-BBC digital archives.

Chapter 302 SGA Council Member Accountability and Deadlines

- 302.01** Any council deadline will be an official benchmark. Deadlines are to be set by SGC-BBC President or Vice President in the absence of the President, or the Speaker of Senate in the absence of the Vice President, or Speaker Pro-Tempore in the absence of the Speaker. Upon creation of the deadline, it must be approved by majority Senate vote in order to be put into action and recorded in the meeting minutes.
- 302.02** Any events or tasks that individual council members set as their agenda, will be recorded as an official deadline they will be accounted for. The amount of events and tasks council members will be assigned will be set by SGC-BBC President, Vice President, Speaker and Chief Justice in their respective branches and must be approved by a majority Senate vote.
- 302.03** If a council member fails to abide by an established deadline, they will be subject to disciplinary action and removal. If the council member fails to meet the deadline a third time, they will be subject to impeachment, and removal by majority/supermajority of the Senate.
- 302.04** The removed council member will be ineligible to apply to the Student Government Council until the new council elections/appointments occur the following academic year.
- 302.05** In case the council member missed the deadline because of Leave of Absence and was not present when the deadline was issued, they will not be held accountable to that deadline. However, if they have taken a Leave of Absence when having an assigned deadline, they will be responsible to meet it on time.
- 302.06** A council member may be pardoned by the President in case they miss the two deadlines prior to any impeachment process. A pardon must be issued during a council meeting and recorded in meeting minutes.
- 302.07** The President will set annual benchmarks/goals in the beginning of fall and spring Semesters, dividing them into appropriate branches.

Chapter 303 Dissolution

- 303.01** These Statutes shall be dissolved upon two-thirds (2/3) ratification of all voting members of the Student Government Council for a new set of SGC-BBC Statutes.

FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE IV: THE EXECUTIVE BRANCH

Chapter 400 Executive Branch

400.01 The purpose of this legislation is to define and outline the structure of the Executive Branch within the Student Government Council. This act provides the framework and body, within which the entities of the Executive Branch operate, and its provisions are considered fully binding to the aforementioned entities.

400.02 Composition of the Executive Branch

- | | | |
|-------|------------------------|---------------|
| (i) | Executive Officers | (Chapter 403) |
| (ii) | Executive Cabinet | (Chapter 404) |
| (iii) | Public Relations Board | (Chapter 405) |
| (iv) | Elections Board | (Chapter 406) |

Chapter 401 Authority of the Executive Branch

401.01 The Executive Branch shall be responsible for the planning and execution of programs, projects and services provided to the students through the Student Government Council.

Chapter 402 General Guidelines

402.01 Qualifications for all Undergraduate Student Government Executive Branch members:

- (i) Must maintain no less than a 2.5 cumulative grade point average and a 2.0 term grade point average to be appointed and to maintain their position.
- (ii) Must maintain a minimum of nine (9) undergraduate credit hours.
- (iii) No one person shall hold more than one SGA position at a time.
- (iv) May not be under academic or disciplinary sanctions, as detailed in the Student Code of Conduct, when appointed or anytime during their time in office.

402.02 Qualifications for all Graduate Student Government Executive Branch members:

- (i) Must maintain a 3.0 cumulative grade point average and 2.5 term grade point average to be appointed and to maintain their position.

- (ii) Must maintain a minimum of six (6) graduate credit hours.
- (iii) No one person shall hold more than one SGA position at a time.
- (iv) May not be under academic or disciplinary sanctions as detailed in the Student Code of Conduct when appointed or anytime during their time in office.

402.03 Office Hours are required and will be logged in the SGC-BBC office between the hours of 8:30am and 5:00pm (Monday through Friday).

402.04 The Office Assistant will be custodian of all records.

402.05 Members who complete hours outside of the office, as allowed by the Constitution, must fill out the required Out of Office form and provide substantial documentation to the Internal Affairs Chairperson or Speaker Pro Tempore in the absence of the Internal Affairs Chairperson.

- (i) Work completed out of office shall include, but is not be limited to meetings with University Administrators, Deans, faculty, etc., on behalf of SGA.

402.06 Officials will be paid the maximum amount of hours allowed according to the Constitution or as established in A&S budget deliberations on a Semester basis only.

402.07 The SGC-BBC Executive Committee shall meet at a time and place as decided by the members who make up the Executive Committee.

- (i) There shall be a minimum of one meeting per month conducted with the full SGC-BBC council.

Chapter 403 Executive Officers

403.01 All executive powers shall be vested in the President and assisted by the Vice President Comptroller, and Chief of Staff.

403.02 The President shall:

- (i) Maintain a minimum of fifteen (15) hours per week.
- (ii) Administer and ensure that all provisions of the SGA Constitution and SGC-BBC Statutes are faithfully executed.
- (iii) Appoint or create positions not provided for in the Constitution or SGC-BBC Statutes. All appointments shall still require Senate approval as prescribed in Article III Section 5 of the Constitution.

- (1) Remove any officer whom they have appointed to a position in the Executive Branch.
- (2) Preside over the SGC-BBC Executive meetings and make all necessary arrangements for those meetings, including setting the agenda and conducting the business of the meeting in accordance with the current edition of Robert's Rules of Order and all provisions of the SGA Constitution and SGC-BBC Statutes.
- (3) Have the power to veto or sign acts of the Senate.
 - (a) Such exercise of power must be completed within five (5) business days of presentation to the President.
 - (i) In the event of a veto, the President must submit a formal and written memo to the Speaker of the Senate explaining the reasoning behind the veto.
 - (b) If the President waives their right to sign after five (5) business days, this will result in an automatic passage of legislation.
- (4) Make recommendations for legislation to the Student Senate.
- (5) Address the Senate at the beginning of each Semester and at other times upon invitation by the Senate.
- (6) Represent the interest of the students on campus to the administration and faculty.
- (7) Instruct and require reports from Cabinet members and approve all policies made from them.
- (8) Prepare the budget of the Executive Branch with the assistance of the Comptroller.
- (9) Require the written interpretation of the SGC-BBC Supreme Court of any provision of the Constitution, Statutes or any law of the Student Body or Senate Act.
- (10) The President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

403.03 The Vice President shall:

- (i) Maintain a minimum of ten (10) hours per week at the office.
- (ii) Assume the duties of the President in their absence or upon their request.

- (iii) Serve as ex-officio President of the Senate.
 - (1) Oversee the duties and responsibilities of committee chairs in accordance with the Speaker of the Senate.
 - (2) Be responsible for serving as an intermediary officer between the Legislative and the Executive branches.
- (iv) Aid the President in coordinating the efforts of the Cabinet and shall serve as presiding officer for the formulation and completion of Cabinet projects.
- (v) Chair meetings of the President's Council, serving as an intermediary officer between the SGC-BBC President and Governing Council Presidents.
- (vi) The Vice President shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

403.04 The Comptroller shall:

- (i) Maintain a minimum of ten (10) hours per week at the office.
- (ii) Serve as Chief Financial Officer for SGC-BBC and SGC-BBC funded entities.
- (iii) Administer and ensure that all laws as expressed in Article III of the University-Wide Finance Code are faithfully executed and enforced.
- (iv) Host a Treasurer's workshop, at the beginning of each Semester, providing information and support to all SGC-BBC funded organizations outlining SGC-BBC finance rules and obligations.
- (v) Shall have the power to request meetings with executive officers of A&S funded departments, organizations and other affiliated SGC-BBC funded entities to submit monthly expenditures statements for review.
- (vi) Address questions and/or concerns, and upcoming funding opportunities alongside the finance committee.
- (vii) Review all A&S expenditures prior to being submitted to the SGA Accounting Office.
- (viii) The Comptroller has forty-eight (48) hours to approve or reject any expenditure.
 - (1) After forty-eight (48) hours the expenditure may be considered without approval of the Comptroller.
 - (2) Rejected expenditures must have the approval and signature of the SGC-BBC President.
- (ix) Prepare and defend the budget of SGC-BBC.

- (x) Be responsible for relaying budget deliberation documents to the Senate after it is passed by the University Wide Budget Committee and Campus Specific Budget Committee and upon receipt from the A&S office.
- (xi) The Comptroller shall have any other duties as expressed in the Constitution and/or by an act of legislation by the legislative branch.

403.05 There shall be a Chief of Staff; who shall aid the President and Vice President in the supervision of members within The Cabinet.

403.06 The Chief of Staff shall:

- (i) Maintain a minimum of seven (7) hours per week in the office.
- (ii) Supervise the execution of office policies set forth by the Executive committee.
- (iii) Shall conduct a screening process to determine the most qualified candidate(s) upon the receipt of applications for a vacant position in the Student Government Executive Branch.
- (iv) Ensure that cabinet members fulfill required office hours.
- (v) Complete tasks as assigned by the President and/or Vice President.
- (vi) Ensure members complete their weekly reports.
- (vii) Oversee payment policies for the Executive Branch in coordination with the Office Assistant.
- (viii) Work with the Speaker of the Senate and the Chief Justice to facilitate inter-branch cooperation and communication.
- (ix) Shall chair cabinet and executive officer meetings at the discretion of the President.

Chapter 404 The Cabinet

404.01 The Cabinet shall serve as the means through which the President and Vice President can execute their constitutional powers and carry out their administration's programs, projects and agenda. The purpose of the Cabinet and its divisions is to provide information and assistance to the President and Vice President in a particular area or field of expertise and to advise the President on any subject they may require relating to the duties of each member's respective office.

404.02 The Cabinet shall derive its authority from the President and will have no authority to act or exercise power unless specifically granted by the President or Vice President or as enacted by the Student Senate.

404.03 Legislation that is enacted by the Senate that pertains to a certain Cabinet members is binding, provided that the President signed the legislation into law or receives a legislative override.

404.04 Cabinet members are advisory in capacity and may not issue any binding resolution or act. Head officials must make proper recommendations to the Student Senate in enacting resolutions and any form of Senate bills on behalf of their offices.

404.05 The President may organize The Cabinet, as they deem necessary and proper within the limits imposed upon them by these Statutes therefore, the composition of the Executive Cabinet is at the discretion of the President and Vice President.

- (i) The President must appoint a Public Relations Manager to oversee the Public Relations Manager to oversee the Public Relations Board, as specified in Chapter 405 of these Statutes.
- (ii) The President must appoint an Elections Commissioner to oversee the Elections Board, as specified in Chapter 406 of these Statutes.

404.06 The Cabinet positions of the President shall be created yearly after election and presented to the Senate no later than the second meeting of the Summer semester.

- (i) Any student the President appoints to serve any function in SGC-BBC may not be compensated until the Senate approves the new administration's Cabinet positions.
- (ii) All Cabinet positions will be required to perform a minimum of five office hours per week of work pertinent to the duties assigned by the President, Vice President and /or Chief of Staff.
- (iii) The President will be required to create at least the position of Public Relations Manager and Elections Commissioner in their Cabinet.

404.07 Whenever a Cabinet position is created, the President must notify the Senate in writing of its creation and its duties.

Chapter 405 Public Relations Board

405.01 Purpose

- (i) The Public Relations Board (hereafter referred to as PR Board) shall be in charge of distributing information to the student body in collaboration with the SGC-BBC Office Assistant, SGC-BBC advisor, and other staff.
- (ii) The PR Board shall oversee all marketing and outreach for SGC-BBC.
- (iii) The PR Board shall have any other duties assigned by the President and/or Chief of Staff.

405.02 Composition

- (i) The PR Board shall consist of three (3) members, one (1) of whom shall be the Public Relations Manager who shall:
 - (1) Serve as the Chairperson of the Board.
 - (2) Maintain a minimum of five (5) hours per week in office.
 - (3) Attend all Cabinet meetings and give a weekly report to the Chief of Staff at each meeting.
 - (4) Create the agenda for and schedule weekly PR Board meetings that shall not count towards the minimum office hour requirement for any position of the PR Board.
 - (5) Oversee all content production with respect to the SGC-BBC PR Board including but not limited to video, social media, and advertising.
 - (6) Publish the monthly SGC-BBC newsletter on the SGA website and promote and distribute on social media and listservs to inform the student body of SGC-BBC activities.
 - (7) Make recommendations to External Relations and SGC-BBC office staff on SGA website changes and be responsible for general oversight of BBC information on the website.
 - (8) Serve as liaison to Student Media (i.e., Panther Press, PantherNOW, The Roar, etc.) in relaying SGC-BBC information.
 - (9) Keep a digital portfolio of all formal correspondence such as press releases and student newspaper columns with media entities, which should be made available upon request of the President, Vice President, and/or Chief of Staff.
 - (10) Assist office staff and PR Board members in the creation of content to be distributed to the student body via SGC-BBC listservs and contact gatekeepers of other listservs to further distribute information.
 - (11) Meet with Cabinet members to create joint press releases for SGC-BBC events, projects, and initiatives.
 - (12) Perform any other duties as assigned by the President and/or Chief of Staff.
- (ii) The other two (2) members of the PR Board will be the Marketing Coordinator and the Social Media Coordinator.
 - (1) The Marketing Coordinator shall:
 - (a) Maintain a minimum of three (3) hours in office.
 - (b) Attend weekly PR Board meetings at the discretion of the Public Relations Manager.
 - (c) Attend Cabinet meetings when asked to do so by the Chief of Staff.
 - (d) Work with the PR Board to create and organize advertisement strategies for various SGC-BBC events, projects, and initiatives.
 - (e) Suggest changes to and create content for the SGA website under the authority of the Public Relations Manager.

- (f) Work with the PR Board to develop monthly, semesterly, and yearly marketing plans in collaboration with the office staff and the Chief of Staff.
 - (g) Work with the Deputy Chief of Staff to create surveys and petitions to be distributed to the student body through tabling and other means at the discretion of the Chief of Staff.
 - (h) Assist the SGC-BBC Office Assistant in coordinating weekly tabling for council members.
 - (i) Perform any other duties assigned by the President and/or Chief of Staff.
- (2) The Social Media Coordinator shall:
- (a) Maintain a minimum of three (3) hours in office.
 - (b) Attend weekly PR Board meetings at the discretion of the Public Relations Manager.
 - (c) Attend Cabinet meetings when asked to do so by the Chief of Staff.
 - (d) Work with the PR Board to develop social media strategies for engaging and increasing followers on SGC-BBC social media accounts.
 - (e) Distribute information on the SGC-BBC Facebook and Instagram pages, at minimum, in a timely manner.
 - (f) Engage in conversations and answer questions in a timely manner on SGC-BBC social media accounts to create a relationship with the audience at the discretion of the Public Relations Manager.
 - (g) Work with the PR Board to plan and execute social media campaigns directed at the student body and/or the external community.
 - (h) Create budgets for social media activities and campaigns.
 - (i) Perform any other duties assigned by the President and/or Chief of Staff.

405.03 Selection

- (i) The initial selection of the Public Relations Manager, Marketing Coordinator, and Social Media Coordinator shall be by appointment of the SGC President following an open application process and confirmation by a simple majority vote of the SGC Senate at a meeting in which quorum is met.

Chapter 406 Elections Board

406.01 Purpose

- (i) The Elections Board shall be in charge of all general and special elections and are thereby established for that purpose on the Biscayne Bay Campus.

406.02 Requirements

- (i) The Elections Board of the Biscayne Bay Campus will be subject to the requirements specified in the SGA Elections Code and to all other applicable provisions in the SGC-BBC Constitution and Statutes.

406.03 Composition

- (i) The Elections Board shall consist of five (5) members, one (1) of whom shall be the Elections Commissioner who shall:
 - (1) Maintain a minimum of five (5) weekly office hours.
 - (a) During the election cycle, the Elections Commissioner shall be available for ten (10) weekly office hours, five (5) of which must be in the SGA office.
 - (2) Oversee SGC-BBC elections.
 - (3) Host the Meet the Candidates forums and debates.
 - (4) Be responsible for faithfully upholding and enforcing the SGA Election Code.
 - (5) Oversee the Elections Board, which shall be in charge of SGC-BBC general and special elections.
 - (a) Create the agenda for and schedule weekly Elections Board meetings that shall not count towards the minimum office hour requirement for any position of the Elections Board.
 - (6) Attend all Cabinet meetings in order to discuss business and keep the SGC informed of any changes to and/or events happening with the elections process.
 - (7) Present a report to the Senate and Cabinet at the next immediate respective meeting following each Elections Board meeting during the election cycle. In their absence, an Elections Board member will present a report.
 - (8) Present a comprehensive report on the elections process to the Senate no more than two (2) weeks after a general election.
 - (9) Work with the Director of Governmental & Community Relations to manage voter registration drives during the Fall semester.
 - (10) Any other duties assigned by the President, Vice President, and/or Chief of Staff.
- (ii) The other four (4) members of the Elections Board will be the Deputy Elections Commissioner, Finance Coordinator, Public Relations Coordinator, and Events Coordinator. To avoid a conflict of interest, each Elections Board member may only hold the Elections Board position and no other SGA position.
 - (1) The Deputy Elections Commissioner shall:
 - (a) Maintain a minimum of three (3) weekly office hours.

- (i) During the election cycle, the Deputy Elections Commissioner shall be available for six (6) weekly office hours, three (3) of which must be in the SGA office.
 - (b) Assume the duties of the Elections Commissioner in their absence or upon their request.
 - (c) Assist in all aspects of the SGC-BBC elections at the discretion of the Elections Commissioner.
 - (d) Attend weekly Elections Board meetings at the discretion of the Elections Commissioner.
 - (e) Be the designated minute-taker at all Elections Board meetings.
 - (i) The Elections Commissioner shall designate another officer to take meeting minutes in the absence of the Deputy Elections Commissioner.
- (1) The Finance Coordinator shall:
 - (a) Maintain a minimum of three (3) weekly office hours.
 - (i) During the election cycle, the Finance Coordinator shall be available for six (6) weekly office hours, three (3) of which must be in the SGA office.
 - (b) Attend weekly Elections Board meetings at the discretion of the Elections Commissioner.
 - (c) Regulate and monitor all campaign spending and all financial aspects of the candidates running for election.
 - (d) Oversee Elections Board spending and funding of events in collaboration with other Elections Board members and the SGC-BBC Office Assistant.
 - (i) Expenditures of the Elections Board shall be included in weekly reports to the Senate and Cabinet on the business of the Elections Board.
- (2) The Public Relations Coordinator shall:
 - (a) Maintain a minimum of three (3) weekly office hours.
 - (i) During the election cycle, the Public Relations Coordinator shall be available for six (6) weekly office hours, three (3) of which must be in the SGA office.
 - (b) Attend weekly Elections Board meetings at the discretion of the Elections Commissioner.
 - (c) Oversee all content production with respect to the SGC-BBC Elections Board including but not limited to video, social media, and advertising.
 - (d) Regulate and monitor social media platforms of all candidates running for office to ensure that all media is in accordance with the Election Code and does not violate the Student Code of Conduct.
- (3) The Events Coordinator shall:
 - (a) Maintain a minimum of three (3) weekly office hours.

- (i) During the election cycle, the Events Coordinator shall be available for six (6) weekly office hours, three (3) of which must be in the SGA office.
- (b) Attend weekly Elections Board meetings at the discretion of the Elections Commissioner.
- (c) Oversee all event programming with respect to the SGC-BBC Elections Board including but not limited to Meet the Candidates forums and debates.
- (d) Assist candidates in the planning of their events and monitor those events to ensure that they are in accordance with the Election Code and do not violate the Student Code of Conduct.

406.04 Selection

- (i) The initial selection of the Elections Commissioner and Elections Board members shall be by appointment by the SGC President following an open application process and must be confirmed by a simple majority vote of the SGC Senate, at a meeting where there is quorum.
 - (1) The Elections Commissioner and the remainder of the Elections Board members shall be nominated no later than the last Senate or General meeting of the Fall semester.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE V: LEGISLATIVE BRANCH**

Chapter 500 Legislative Branch

500.01 The Legislative power of the Student Government Councils shall be vested in the Student Senate hereinafter referred to as the Senate.

500.02 The Legislative Branch, enacts laws reviewed by the Judicial Branch and carried out by the Executive Branch.

Chapter 501 Powers of the Legislative Branch

501.01 Enact and diligently carry out all legislation necessary and proper for the general welfare of the Student Body.

(i) Provide for the compilation and publication of legislation.

501.02 Enact constitutional Statutes to be known as the Student Government Statutes with a 2/3 vote of the Senate.

501.03 Determine its own rules, and procedures with 2/3 vote of the senate; provided that quorum is met.

501.04 Approve and allocate all Activity and Service Expenditures; subject to the provisions of the chapter 1009.24 (10b) of the Florida Statutes.

501.05 Audit student organizations and entities directly funded by SGA through A&S Fee funds.

501.06 Senate will advise, and approve of both appointments and recommendations of the SGC-BBC President, especially university campus specific committees. This will be done by a majority of the senate, provided that quorum is met.

501.07 The Senate shall be able to summon members as well as records of the Executive Branch of the SGC-BBC, Governing Councils and Programming Councils for hearings on the information or Officials.

(i) The hearings will be held during Senate meetings and be used to investigate the actions of the Official.

(ii) In order to summon an Official or records, a Senator must petition the Senate in a motion to summon a particular individual, group of individuals or records that are

part of the Executive Branch. A simple majority vote of the Senate is required for the motion to pass.

- (iii) The Speaker must then notify the individuals or record holder of the summons and inform them that their presence or submission of information is mandated at the next Senate meeting.
- (iv) In cases of summons of records, the designated record keeper of the summoned document must provide the records to the Senate within five (5) business days of the notification.
- (v) Failure to comply with a summon amounts to nonfeasance of duties.

501.08 The Senate has the power to impeach all SGC-BBC officials elected or appointed for misfeasance, malfeasance and/or nonfeasance of duties, or action contrary to or in violation of the constitution, the Statutes and the University Wide Statutes of Florida International University.

- (i) Any Senator may motion for impeachment of any SGC Official, after which the Senate will enter into debate on the motion.
 - (1) During debate, the Senator or Committee motioning for impeachment may present evidence to support their reasons for instigating impeachment.
- (ii) Following debate on the motion of impeachment, impeachment shall be instigated by a three-fifths (3/5) vote of the entire Senate membership.
- (iii) Following the instigation of impeachment of the SGC Official, the SGC-BBC Internal Affairs Committee shall be ordered to compile a report of the Official in question's official actions. This Committee report shall be submitted to the SGC Official being investigated five (5) business days prior to the trial. This report shall be presented to the Senate as evidence during the impeachment trial. The Official in question has the right to rebut any evidence presented against them, provide witnesses to present testimony on their behalf, and direct questions at the Chair presiding over the trial to rebut witness testimony.
 - (1) Should any member of the Internal Affairs Committee be the subject of this investigation, they shall recuse themselves from the Committee until the investigation has been concluded.
- (iv) The trial shall take place two (2) weeks after the formal impeachment.
- (v) The SGC-BBC Chief Justice shall preside over the impeachment.
 - (1) Should the Chief Justice from one SGC be impeached, the Chief Justice from the other SGC shall preside. Should both Chief Justices be impeached,

the Senate shall choose a member of either Supreme Court to preside over the trial.

- (2) Should the office of Chief Justice be vacant, the Chief Justice of the other SGC shall preside over the proceedings.
- (vi) Immediately following the impeachment trial, the Senate shall vote on whether to remove the impeached SGC Official on charges of misfeasance, malfeasance, or nonfeasance as presented in the original motion of impeachment.
- (1) A two-thirds (2/3) vote of the entire Senate membership shall remove the impeached Official from office. If the Senate fails to remove the impeached SGC Official, the Official in question may continue the duties of their office.
 - (2) If the Senate removes an SGC-BBC Official after the impeachment trial, said individual shall be ineligible to hold office in any capacity within the Student Government Association for one (1) calendar year from the date of removal.

501.09 The Senate shall establish means for active participation in the formulation of policies for the student body.

501.10 Overturn a presidential veto of the SGC-BBC President by a 2/3 majority vote of the Senate provided that quorum is met.

501.11 The Senate shall be able to make emolument recommendations at the beginning of the annual budget process, after receiving an Emoluments Proposal from the President.

- (i) All recommendations must be approved by a two-thirds (2/3) majority vote of the Senate.

501.12 The Senate shall have the power to create any committee necessary for the operation of the Senate and appoint and remove any committee chair by a majority vote. No member of the Senate may chair more than one committee nor hold office in any other branch of Student Government.

- (i) All Senators shall serve in at least two (2) committees.
 - (1) The Speaker of the Senate and Speaker Pro Tempore shall be exempt from the above requirement.

501.13 Expand the jurisdiction of the Supreme Court, expand the number of Justices of the Supreme Court, and create lower courts for the Judicial Branch; the number of Justices on any court shall be an odd number.

- (i) Lower court Justices and clerks shall not be considered SGA officials for the purposes of emolument.

Chapter 502 Senate Sessions

502.01 Summer sessions of Senate shall begin on the first day of Summer classes and shall end at the end of the Summer semester.

502.02 Summer sessions shall have the entitlement as well as the same authority and powers as Fall and Spring semesters.

502.03 Fall sessions of Senate shall begin on the first day of fall classes and shall end at the end of the Fall semester.

502.04 Spring sessions of Senate shall begin on the first day of Spring classes and shall end at the end of the Spring semester.

502.05 Senate sessions shall not be called into session during holidays, breaks or when the University is closed.

502.06 Each SGC-BBC shall convene as prescribed by Sunshine State Laws.

502.07 A special session can be called by the Speaker or Speaker Pro Tempore with a forty-eight (48) hour notice given to the Senators, and as long as quorum is met.

Chapter 503 Apportionment of the Senate

503.01 The Senate shall be composed of seventeen (17) Senators; Seven (7) Senators will represent different Colleges/Schools within the Biscayne Bay Campus. The other ten (10) will be known as Divisional Senators and will represent each of the divisions within the Biscayne Bay Campus.

(i) Colleges/School Senators:

- (1) Arts, Sciences, and Education (2)
- (2) Hospitality and Tourism Management (2)
- (3) Journalism and Mass Communication (2)
- (4) Health Services Administration (1)

(ii) Divisional Senators:

- (1) Graduate Student (1)
- (2) Lower Division (2)

- (3) Upper Division (2)
- (4) Housing (1)
- (5) FIU@I-75 center (1)
- (6) Senators at Large (3)

Chapter 504 Officers of the Senate

504.01 The Vice President shall serve as President of the Senate in an ex-officio manner. As President of the Senate, they will chair the Senate, until a Speaker of the Senate is elected by a majority of the Senate members in office.

504.02 The President of the Senate shall only vote in the case of a tie. Once a Speaker of Senate is selected; the Vice President shall serve as liaison between the executive and legislative branch.

504.03 Speaker of the Senate

- (i) The Speaker of the Senate, hereinafter referred to as the “Speaker”, shall chair all Senate meetings, and be the chief administrative office of the Senate.
- (ii) The Speaker shall be a Senator, and shall be elected as Speaker by a simple majority of the Senate.
 - (1) The Speaker shall serve from the beginning of the Summer semester to the last day of the Spring semester.
- (iii) The SGC-BBC Vice President shall be ineligible to serve as the Speaker.
- (iv) The Speaker shall report on the Senate’s business to the SGC-BBC Executive Committee.
- (v) The Speaker shall be the voice of the Senate and shall represent the Senate in all official matters, including, but not limited to, University functions.
- (vi) The Speaker shall serve as a member of the University Wide Council, University Wide Budget Committee, and BBC Campus Budget Committee.
- (vii) The Speaker of the Senate shall have the power to call additional meetings as necessary with forty-eight (48) hours’ notice. If quorum is met at an additional meeting called by the Speaker, attendance is mandatory.
- (viii) The Speaker shall retain their voting powers.

504.04 Speaker Pro Tempore

- (i) The Speaker Pro Tempore shall assist the Speaker in their duties and shall assume the role of the Speaker in the event of the Speaker's absence or dismissal.
- (ii) The Speaker Pro Tempore shall be a Senator, and shall be elected as Speaker Pro Tempore by a simple majority of the Senate.
 - (1) The Speaker Pro Tempore shall serve from the beginning of Summer to the last day of Spring semester.
- (iii) The SGC-BBC Vice President shall be ineligible to serve as the Speaker Pro Tempore.
- (iv) In the absence of the Speaker, the Speaker Pro Tempore shall chair all Senate meetings and shall report all Senate business to the Executive Committee.
- (v) In the absence of the Speaker, the Speaker Pro Tempore shall be the voice of the Senate and shall represent the Senate in all official matters, including, but not limited to, University functions.
- (vi) The Speaker Pro Tempore shall serve as a member of the University Wide Council.
- (vii) The Speaker Pro Tempore shall serve as the liaison between the SGC-BBC Senate and the SGC-MMC Senate and shall report to the SGC-BBC Senate on new legislation and initiatives being put forth by the SGC-MMC Senate on a bi-weekly basis.
- (viii) The Speaker Pro Tempore shall retain their voting powers.

504.05 Committee Chairpersons

- (i) All Committee Chairpersons shall serve as the chief administrative officers of their respective Committees.
- (ii) A Chairperson may be removed from their chairmanship by a majority vote of the Senate, or by Judicial Order.
- (iii) Committee Chairpersons shall be expected to present a report to the Senate following each meeting. In their absence a Vice Chairperson or any other member should present the report.
- (iv) No Senator shall chair more than one (1) Committee.
- (v) The SGC-BBC Vice President, Speaker, and Speaker Pro Tempore shall be ineligible to serve as the Chairperson of any committee.
- (vi) Finance Committee Chairperson.

- (1) The Finance Committee Chairperson shall be the third in line in Senate Leadership.
- (vii) Rules, Legislation, and Judiciary Committee Chairperson.
 - (1) The Rules, Legislation and Judiciary Committee Chairperson shall be the fourth in line in Senate Leadership.
- (viii) Operational Review Committee Chairperson.
 - (1) The Operational Review Committee Chairperson shall be the fifth in line in Senate Leadership.
- (ix) Internal Affairs Committee Chairperson.
 - (1) The Internal Affairs Committee Chairperson shall be the sixth in line in Senate Leadership.
- (x) Student Advocacy Committee Chairperson.
 - (1) The Student Advocacy Committee Chairperson shall be the seventh in line in Senate Leadership.

Chapter 505 Terms of Office & Vacancies

505.01 Elected Senators shall be elected by plurality votes for a term of one (1) year, starting the first day of the Summer A Semester and ending the last day of the Spring Semester.

505.02 In the case of absences, removal or a vacancy of a Senator, the Senate may appoint a new Senator after an applicant presents themselves for confirmation to the Senate during a Senate Meeting, General Meeting, or Special Session.

Chapter 506 Requirements

506.01 Qualifications for the Student Senate are as follows:

- (i) The individual must be a student of Florida International University and attending no less than fifty percent (50%) of his/her classes at the Biscayne Bay Campus.
 - (1) If the individual has online classes, fifty percent (50%) of those classes must fall under colleges or schools located at the Biscayne Bay Campus.
 - (2) Colleges and schools under the Biscayne Bay Campus shall be all colleges represented in the Senate.
- (ii) Senators of specific schools, colleges or class levels must be accepted students of that school, college or class level.

- (iii) The individual may run for only one position in Student Government Association, during any general or special election.
- (iv) May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for or hold office.
- (v) Must maintain no less than a 2.5 cumulative undergraduate grade point average and a 2.0 term grade point average to run for and hold their position on their SGC-BBC.
- (vi) The individual must maintain a minimum of nine (9) undergraduate credit hours.
- (vii) Senators in their Semester of graduation are exempt from the nine (9) undergraduate credit hour requirements, but must maintain a minimum of three (3) credit hours.
- (viii) The Housing Senators must reside in their respected University on-campus housing in order to be eligible to run for and hold that office.
- (ix) Graduate students shall be eligible to run for Housing, Graduate and Broward Pines seats only.
 - (1) Graduate students:
 - (a) May not be under any academic or disciplinary sanctions as detailed in the Student Code of Conduct to run for and hold office.
 - (b) Must maintain a 3.0 cumulative graduate grade point average and 2.5 term grade point average to run for and hold their position on their SGC-BBC.
 - (c) Must maintain a minimum of six (6) graduate credit hours.
 - (d) In their Semester of graduation, are exempt from the six (6) graduate credit hour requirements, but must maintain at least three (3) credit hours.

506.02 Senators must meet qualifications prior to running and holding office.

Chapter 507 Duties

507.01 The Senate has the duty to attend weekly Senate Meetings that are held every Monday at 3:30 p.m., unless it conflicts with Chapter 402 of these Statutes. The Senate has to meet quorum in the Student Government Association General Meetings in order for the meeting to proceed.

- (i) During the Summer semester, the Speaker can decide to hold meetings bi-weekly if there is no business to discuss.

507.02 Arts, Sciences, and Education Senator(s):

- (i) Communicate with advisors and faculty of Arts, Sciences, and Education persistently through each year and inform students of academic requirements and changes.
- (ii) Make it a priority to publicize requirements for admission into the Arts, Sciences, and Education program.
- (iii) Organize tutorial sessions for Arts, Sciences, and Education majors.
- (iv) Encourage involvement in clubs.
- (v) Inform students of internships and scholarships.

507.03 Hospitality and Tourism Management Senator(s):

- (i) Assist with maintaining the involvement in scholarship granting festivals such as South Beach Festival.
- (ii) Inform students of internships and scholarships.
- (iii) Inform students of academic requirements for admission.

507.04 Journalism and Mass Communication Senator(s):

- (i) Create pamphlets with updated information on schools, for example, inform students on the elimination of the Television major.
- (ii) Inform students of internships and scholarships.
- (iii) Inform students of academic requirements for admission.

507.05 Graduate Student Senator:

- (i) Create informational brochures on higher level educational programs, such as the new medical school.
- (ii) Research and lobby for scholarship availability to Graduate students.

507.06 Lower Division Senator(s):

- (i) Highlight Undergraduate Core Curriculum Requirements for all Undergraduate students.

- (ii) Create individual brochures, identifying lower division requirements for each major.

507.07 Upper Division Senator(s):

- (i) Work with Lower Division Senators to highlight Undergraduate Core Curriculum Requirements for all Undergraduate students. With a focus on students that are Juniors and Seniors.
- (ii) Create individual brochures, identifying upper division requirements for each major.

507.08 Housing Senator:

- (i) Communicate with the Bayview Housing Council on all housing affiliated issues, while financially assisting in the upgrading of damaged facilities to the best of the Senate's financial capability.

507.09 FIU@I-75 Center Senator:

- (i) Represent the FIU@I-75 Center in the Senate.
- (ii) Serve in the affiliation between the Senate and the FIU@I-75 Center in decision making.
- (iii) Inform the council of issues of pertinence to the FIU@I-75 Center.

507.10 Senator(s) at Large:

- (i) Communicate with the student body via surveys, brochures, meetings and organized events to better meet students' needs.
- (ii) Periodically meet with Dean and Associate Deans of FIU's schools for constant updates and adjustments of programs twice a Semester.

507.11 Health Services Administration Senator:

- (i) Inform the student body of the benefits the Health Services Administration program has to offer.
- (ii) Organize and market the year-round Health and Wellness events and holidays.
- (iii) Highlight the core curriculum for Health Services Administration majors.
- (iv) Inform students of internships and scholarships.
- (v) Inform students of academic requirements for admission.

507.12 All Senators are expected to complete a minimum of five (5) office hours per week.

Chapter 508 Senate Committees

508.01 Standing Committees

- (i) The Standing Committees of the SGC-BBC Senate shall be: Finance Committee; Rules, Legislation and Judiciary Committee; Student Advocacy Committee; Operational Review Committee; and Internal Affairs Committee. It shall be the duty of these committees to present items for discussion and present solutions to the SGC-BBC Senate. These committees are to be chaired by SGC-BBC Senators.

508.02 Committee Requirements

- (i) All SGC-BBC Senators must serve on at least one Standing Committee.
- (ii) Each committee will be responsible for the selection of a Vice Chairperson who is voted upon by the individual members of each committee.
- (iii) Committees shall meet at least twice a month to conduct business. Attendance and minutes shall be recorded by a member of the committee chosen at the start of the semester.
 - (1) Committees shall be able to hold hearings on specific topics. These hearings shall count towards the committee meeting requirement.
- (iv) Committee size, excluding the Finance Committee shall be determined by the SGC-BBC Speaker.
- (v) Any official decisions and/or projects, initiatives and measures made by a Committee must be brought before the Senate for approval.

508.03 Finance Committee

- (i) Purpose and Responsibilities
 - (1) The purpose of the Finance Committee is to allocate the Finance Committee Appropriations Budget and the Graduate Student Appropriations Budget.
 - (2) It is the responsibility of the Finance Committee to review and make recommendations to the Senate for the expenditure of all reserve and unallocated funds of the SGC-BBC budget, as well as the Finance Committee Appropriations budget, and the Graduate Student Appropriation Budget, including any line item transfers in the completed budget.

(ii) Structure

- (1) The Finance Committee shall be composed of a chairperson and five (5) members as outlined in the University Wide Finance Code.
- (2) Any matter being presented to the Senate by the Finance Committee must have two (2) sponsoring Senators.
 - (a) All appropriations must first be approved by the Finance Committee. This is to be done with a majority vote of Committee membership, given quorum.
 - (b) Once the Finance Committee approves any appropriation of over \$400, the proposal is then brought before the Senate. The appropriation is to be approved with a majority vote of the Senate.
 - (c) If not approved by the Finance Committee, the proposed appropriation shall be reported to the Senate at the next regularly scheduled meeting.
 - (d) If a Senator wishes the appropriation to be reconsidered by the Finance Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Appropriation'.
 - (e) If the Finance Committee does not approve an appropriation after reviewing it for the second time, they must provide a summary paragraph to describe why the appropriation was not approved and the Senate may overturn the Committee's decision with a two-thirds (2/3) vote.

508.04 Rules, Legislation and Judiciary Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Rules, Legislation and Judiciary Committee (RLJ or Rules Committee) is to keep and maintain the Senate Rules of Procedure, ensure the proper passage of legislation in the Senate, and serve as a liaison between the Legislative and Judicial Branches.
- (2) The Rules Committee is charged with the responsibility of preparing and submitting the protocols, formats and rules to allow for efficient working of the Senate and its committees.
- (3) The Rules Committee shall prepare and maintain the Senate Rules of Procedure and submit them for approval by the Senate.

- (a) These Rules of Procedure shall be amended by the same procedure as the Student Government Statutes, but shall not be subject to Presidential veto.
- (b) The Senate Rules of Procedure shall serve to detail internal procedures and policies of the Senate and shall not conflict with the Student Government Association Constitution and Statutes.
- (c) Each session, the Rules Committee shall review the Senate Rules of Procedure, and submit recommendations, if necessary for the improvement of the document.
- (d) All amendments to the Senate Rules of Procedure must be presented to the Rules, Legislation, & Judiciary Committee for its approval by a simple majority.
 - (i) After legislation is referred to the committee, once approved, it shall be presented to the Senate.
 - (ii) The procedural legislation may be approved with a majority vote of the Senate.
 - (iii) Shall a proposal be rejected by the Committee, and a Senator wish that the legislation be reconsidered by the Rules Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Procedural Legislation'.
 - (iv) If the Rules Committee does not approve a piece of legislation after reviewing it for the second time, the Senate may overturn the committee's decision with a two-thirds (2/3) vote of its members.
- (4) The committee shall have the responsibility of reviewing legislation to ensure the legality, proper format, spelling, grammar, references and syntax, when submitted to the Committee prior to the legislation reaching the Senate floor.
- (5) The committee will verify that all legislation is signed by the President.
- (6) Once legislation becomes law, it is the responsibility of the Rules Committee to update the SGC-BBC Statutes.
- (7) Upon the request of a simple majority of the Senate, the Rules Committee can prepare and provide a report for applicants to the Supreme Court.

- (8) The Committee, by request of a simple majority of the Senate, can also review the performance of the Chief Justice and Associate Justices, to then submit a positive or negative report to the Senate.
 - (a) If the committee submits a negative report, the report can be considered grounds for instigation of impeachment against a member of the Judiciary, in accordance with the SGA Constitution.
 - (9) The Rules Committee will work in coordination with the Supreme Court to suggest updates and amendments to the Student Government Association Constitution and Statutes.
 - (10) All judicial hearing reports may be reviewed by this committee, ensuring the legislative oversight over the Chief Justice and Associate Justices.
 - (11) The RLJ shall be responsible of representing the Senate before the Judicial Branch in cases where there is a grievance against the Senate.
- (ii) Structure
- (1) The Rules, Legislation, & Judiciary Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

508.05 Operational Review Committee

- (i) Purpose and Responsibilities
 - (1) The purpose of the Operational Review Committee (ORC) shall be to audit student organizations and entities that are directly funded by the Student Government Association through the student Activities and Services (A&S) fees to ensure that they are being used properly in accordance to the Student Government Finance Policy.
 - (2) This committee holds the power and responsibility to investigate all organizations and/or entities, including the SGA that are questioned and/or challenged by Student Government officials as well as the entire FIU student body concerning the use or misuse of A&S monies.
 - (3) This committee shall have the power to write legislation about an already investigated organization or entity in regard to how the entity used or misused A & S monies. It will then be used as a guide or piece of evidence for the budget hearings at the end of the spring Semester.

- (4) The ORC shall also have the power to check the Finance Committee when allocating A&S fees improperly in accordance with the SGA Finance Policy as well as any other necessary document.
 - (a) This shall include, receiving and reviewing bi-weekly reports from the Finance Committee, in addition to working with the Comptroller on the legalities of every request for A&S funds submitted to the Finance Committee.
 - (b) This committee shall also handle all post event, post travel forms and all other documents necessary when requesting and obtaining information about an entity appropriated money by the Finance Committee. The documents along with a recommendation by the Committee on whether to increase, decrease or keep funding at the same level, will then be presented to the entire Senate in an Expenditure Analysis Report, as a form of review and guide for appropriating future A & S monies to the same entity.
- (ii) Structure
 - (1) The Operational Review Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

508.06 Internal Affairs Committee

- (i) Purpose and Responsibilities
 - (1) The purpose of the Internal Affairs Committee (IAC) is to ensure Senator compliance with all requirements as well as ensuring compliance by SGC-BBC officials with the Ethics Code.
 - (2) The IAC shall have the responsibility of maintaining the Ethics Code. All amendments to the Ethics Code must be first approved by this Committee.
 - (a) After legislation is referred to the committee, once approved, it shall be presented to the Senate by two members of the committee.
 - (b) Shall a proposal be rejected by the Committee, and a Senator wish that the legislation be reconsidered by the Internal Affairs Committee, he/she must gain a majority vote of the SGC-BBC Senate. This is to be done with a 'Motion to Reconsider Proposed Internal Affairs Legislation'.
 - (c) If the Internal Affairs Committee does not approve a piece of legislation after reviewing it for the second time, the Senate may

overturn the committee's decision with a two-thirds (2/3) vote of its members.

- (3) The committee will keep an active check on minutes, and ensure that legislation records are kept, minutes are maintained and maintain records of compliance with the Statutes.
- (4) The committee will work with all of the members of the Executive branch to ensure that the Chief of Staff keeps track of office requirements for each member of the Executive Branch.
- (5) The committee will provide oversight over Executive Branch compliance with the Statutes and assure that the Executive Branch is fulfilling its duties.
- (6) The committee will create compliance reports on individuals whose fulfillment of duties may be questioned by the committee or Senate as a whole.
- (7) The committee Chairperson will act as representative of the Senate in all impeachment trials.
 - (a) In the case that the Chairperson of the committee is being impeached, the Vice Chairperson of the Committee shall act as representative.
- (8) The committee will be responsible for investigations pertaining to impeachment proceedings.
- (9) The committee will be responsible for submitting grievances against officials in cases of direct violations of the statutory requirements of the official's position.

(ii) Structure

- (1) The Internal Affairs Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

508.07 Student Advocacy Committee

(i) Purpose and Responsibilities

- (1) The purpose of the Student Advocacy Committee is based upon the ideal of maximizing representation of the student body. This committee shall

investigate student concerns and make recommendations as deemed appropriate.

- (2) To ensure prompt responses to student issues, this committee stands dedicated to working diligently with all Senators on legislation directly impacting student advocacy.
- (3) To gather information on Senator's meetings with Deans, this committee shall collect the two reports required of each Senator per Semester from the Clerk of the Student Government Association.
- (4) The Student Advocacy Committee shall be responsible for filing a report at the end of each Semester outlining students concerns that were found from survey data and meetings with Deans.
- (5) This committee shall maintain record of current contact information for each of the Executive Board members of each Governing Council so as to be readily available to any Student Government Association member as well as to any student when necessary.
- (6) This committee will be responsible for direct communication with each of the Governing Councils of the Student Government Association. This includes but is not limited to contact via email and attendance at each meeting held by each Governing Council.
- (7) Each member of this committee shall be assigned accordingly to a Governing Council(s) for the purpose of regulating contact.
- (8) The Student Advocacy Committee will maintain contact with the Student Government Association Cabinet by specifically meeting with Cabinet members whose purpose directly correlates with student concerns and by requesting weekly Council meeting minutes from the Student Government Association Clerk.

(ii) Structure

- (1) The Student Advocacy Committee shall be composed of a Committee Chairperson and a number of Senators as determined by the Speaker.

Chapter 509 Limit & Prohibitions

509.01 The Senate shall not enact a Bill or Resolution that conflicts with or violates any Federal laws, State laws, Local laws or ordinance. The SGC-BBC Judicial Branch shall negate and remove, if presented for Judicial Review, any existing SGA law that conflicts with this provision.

509.02 No SGC-BBC Senate can enact a Bill or Resolution that affects the SGC-MMC, unless a proper consent is given by both SGC Speakers of the Senate and will not be carried out unless voted by the University Wide Council, which shall require a 2/3rd vote of not less than quorum.

509.03 The Senate shall convene as prescribed by the Sunshine State Laws.

Chapter 510 Senate Procedures

510.1 Legislature Introduction

- (i) Any bills, resolutions, appropriations and amendments presented to the Senate for the purpose of a vote must first have two (2) Senators as sponsors in order to be brought before the Senate as new business.
- (ii) All legislation must be submitted to the Rules, Legislation, and Judiciary Committee prior to the Senate meeting during which the legislation will be considered.
- (iii) Each bill, resolution and appropriation shall be required two readings which shall take place at two (2) different meetings, at which there is quorum, in order to be eligible for a vote by the Senate.
 - (1) The Senate may vote to override the second reading with a two-thirds (2/3) vote in order to proceed with legislation during the same meeting.
- (iv) Any such issue to be voted on must be classified as an appropriation, resolution, or bill, and drafted on the appropriate forms to allow for proper archival record.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE VI: JUDICIAL BRANCH**

Chapter 600 Purpose

600.01 The purpose of the SGC-BBC Supreme Court is to serve as the judicial body of SGC-BBC.

600.02 The Supreme Court shall receive *writs of certiorari* for cases of petitions for legal review or grievances against SGC-BBC officials and entities. The Supreme Court shall decide whether to hear them, and if accepted for a hearing, shall rule on the *writ*.

Chapter 601 Structure and Leadership

601.01 The SGC-BBC Supreme Court shall be composed of one (1) Chief Justice, four (4) associate justices and one (1) Court Clerks.

- (i) The SGC-BBC Chief Justice shall be the chief administrator of the Supreme Court and a member of the Executive Committee.
- (ii) The SGC-BBC Chief Justice shall serve as the SGC-BBC Parliamentarian.
 - (1) In absence of the SGC-BBC Chief Justice during a given SGC meeting, any Associate Justice may serve as the SGC-BBC Parliamentarian.
- (iii) The Court Clerk is responsible for the following:
 - (1) Naming and assigning a citation to petitions received by the Supreme Court.
 - (a) In crafting the name of the case, the plaintiff shall be listed first, followed by the defendant (e.g., Soviet Union v. U.S.).
 - (b) In assigning a citation to the case, the Supreme Court designation shall be listed first, followed by the Semester and year in which the petition was adjudicated (i.e., S.C. 001 (Fall 2010)).
 - (2) Making available, for public consumption, the vote and the majority and dissenting and relative concurring opinions, as well as the name and citation of the case.
 - (a) A hard copy of the opinions relative to each petition shall be filed in a binder in the SGC-BBC office, located in Wolfe University Center, Room 301.
 - (b) The opinions shall be published at the SGC-BBC website.

- (iv) The Chief Justice is expected to complete a minimum of five (5) office hours per week, Associate Justices and Court Clerks are expected to complete three (3) office hours per week.

Chapter 602 Court Procedures

602.01 All writs of certiorari must be validated or declined within ten (10) business days of being submitted to the Court Clerk.

602.02 All writs of certiorari must be heard within ten (10) business days of being validated, unless the writ is a complaint or grievance filed against an SGC-BBC Official. If the writ is a complaint or grievance filed against an SGC-BBC Official, the Judiciary must hear the writ within fifteen (15) business days of validating the Writ.

602.03 The Supreme Court shall have the power to enforce injunction and/or Writs of Mandamus to enforce the purposes of this chapter.

602.04 No SGA official shall be subject for the same offense to be twice put in jeopardy (double jeopardy).

602.05 Any SGC official can be referred for judicial hearing for misfeasance, malfeasance, or nonfeasance as stated in the SGC- BBC Statutes. This review shall be instigated by a written grievance, filed as a writ of certiorari, which may be submitted by any member of the student body to the Supreme Court.

- (i) Upon the decided validity of the grievance, the SGC-BBC Chief Justice and the SGC-BBC Advisor will inform the charged SGC Official of the allegations, charges, student's rights, and an explanation of the judicial hearing process. The charged student's academic schedule should be taken into account for consideration of their later scheduled hearing.
- (ii) Once the judicial hearing is scheduled, the SGC official under investigation shall be notified within five (5) business days by the SGC-BBC Chief Justice of the time, date, and location of the SGC-BBC judicial hearing, and notice of witnesses who will be called to testify against him/her.
- (iii) Prior to the hearing, the plaintiff shall compile all evidence of the official actions of the SGC Official in question; this evidence shall be used during the hearing. The evidence shall be submitted to the SGC official being investigated five (5) business days prior to the hearing.
 - (1) In the case that the plaintiff is the Senate Internal Affairs Committee or the Department of Justice, the committee or department shall prepare a report containing all the applicable information regarding the official.

- (2) In the case that a student presents the *writ of certiorari*, that student is entitled to present the case and evidence or request and allow the Department of Justice to take up the plaintiff role, by presenting the evidence and presenting the argument in the hearing.
 - (i) The Department of Justice has the prerogative to accept or deny the student's request to present a case on the student's behalf.
- (iv) Should the charged official not present themselves at the hearing, the hearing will take place and a decision will be rendered in *absentia*.
- (v) The hearing will be recorded for documentation purposes, will be chaired by the SGC-BBC Chief Justice, and will proceed as follows:
 - (1) Opening statement by the SGC-BBC Chief Justice.
 - (i) At any point throughout the proceedings any justice may interrupt to ask a question
 - (2) Opening statement by the plaintiff.
 - (i) Present any Evidence/Witness
 - (3) Opening statement by the defendant.
 - (i) Present any Evidence/Witness
 - (4) Closing statement by the plaintiff.
 - (5) Closing statement by the defendant.
 - (6) SGC-BBC Chief Justice brings hearing to closure.
- (vi) Upon conclusion of the hearing, the SGC-BBC Supreme Court will move into deliberations. The Supreme Court's determination of "guilty" or "not guilty" will be based solely on the information presented at the hearing using the standard of "clear and convincing". Determination may be made by a simple majority vote of the SGC-BBC Supreme Court.
- (vii) The SGC official under investigation will receive written notice within five (5) business days regarding the outcome of the hearing.
 - (i) The SGC official under investigation has the right to challenge the inclusion of any Supreme Court member in the hearing. This challenge must be submitted at least three (3) business days prior to the scheduled hearing. The challenge must be in

writing, and be based on cause, which clearly provides evidence of a conflict of interest, bias, pressure, or influence that could preclude a fair and impartial hearing.

- (ii) If any SGA official is being impeached by the Senate the Chief Justice shall preside over the hearing and a recommendation from the court shall be made to the Senate after the hearing.

602.06 Appeal:

- (i) Both plaintiff and/or defendant have the right to appeal the decision of the Student Supreme Court to the Vice President for Student Affairs. Appeals must be submitted within three (3) days of the decision of the Supreme Court.
- (ii) If any SGA official is automatically removed due to missing too many meetings, they can appeal to the Judicial branch and the same appeal procedure will apply.

**FLORIDA INTERNATIONAL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION-BISCAYNE BAY CAMPUS
ARTICLE VII: GOVERNING AND
PROGRAMMING COUNCILS**

Chapter 700 SGC-BBC Governing and Programming Councils

700.01 Governing Councils under SGC-BBC jurisdiction are as follows:

- (i) Bayview Hall Council (BHC)
- (ii) Student Organizations Council (SOC)
- (iii) Student Programming Council-Biscayne Bay Campus (SPC-BBC)
- (iv) Panther Power (PP)

700.02 Governing Council Presidents or designees shall be required to attend SGC-BBC Executive meetings or attend Governing Council meetings as designated by the SGC-BBC President to facilitate cooperation between organizations.

700.03 Governing Council Presidents or appointed designee shall provide a timely report to the Senate as prescribed by the SGC-BBC Constitution and SGC-BBC Statutes.

700.04 Governing Council Executive Committee members shall be elected by their respective organizations and maintain organizational constitutions.

700.05 Governing Councils shall abide by the SGC-BBC Constitution and Statutes.

- (i) Governing Councils shall not have any provisions in their constitution that supersedes SGC-BBC laws and guidelines.

Chapter 701 Bayview Hall Council

701.01 The purpose of the Bayview Hall Council (hereafter referred to as BHC) shall be to coordinate social, recreational, educational, and service programs for the residents of Bayview Student Living (hereafter referred to as BSL) located on the Biscayne Bay Campus of Florida International University.

701.02 The responsibilities given to BHC include, but shall not be limited to, further promoting a favorable environment for study, relaxation and fellowship for BSL residents. BHC shall also represent the collective interests of the residents in BSL, and serve as a channel of

communication by acting as a liaison between residents, the community and the university at large.

Chapter 702 Student Organizations Council

702.01 The purpose of the Student Organizations Council (hereafter referred to as SOC) shall be to serve as the governing body of all undergraduate and graduate student clubs/organizations.

702.02 The responsibilities given to SOC include, but shall not be limited to, providing funding for its clubs through its budget allocations, coordinate events such as monthly general meetings and club fairs, and oversee operations of its clubs to promote the academic, social, artistic, religious, cultural, political and athletic interests of the students at FIU's Biscayne Bay Campus while building a stronger sense of community on campus.

Chapter 703 Student Programming Council-Biscayne Bay Campus

703.01 The purpose of the Student Programming Council-Biscayne Bay Campus (hereafter referred to as SPC) shall be to program and administer events and activities that will contribute to the social, educational and cultural enrichment of the student body, faculty and staff at Florida International University. SPC will also contribute to student development and enhance opportunities for student leadership at Florida International University.

703.02 The responsibilities given to SPC include, but shall not be limited to, helping serve as an information and programming resource for other campus organizations and leaders and to support their programming efforts as deemed appropriate by the SPC Executive Committee. SPC will also promote student activities, pride and school spirit.

Chapter 704 Panther Power

704.01 The purpose of Panther Power (hereafter referred to as PP) shall be to promote athletic events at Florida International University. They shall also sponsor events that will raise attendance at athletic events and support FIU athletic teams.

704.02 The responsibilities given to PP include, but shall not be limited to, maximizing FIU's student body involvement and awareness of all FIU Athletic events and maintain effective communication with the Athletics Department.